

Library Board Profile Worksheet – Summary

This tool helps to identify current gaps and desired characteristics of your board. Don't presume to know the complete skill set possessed by your board. Rather, have each trustee complete and return the individual profile to a selected person for compilation into a summary profile to be shared with the board. Names of individual trustees should not appear on the summary profile. The focus should be on skills and experiences rather than individuals. This summary profile should then serve as a discussion piece for identifying gaps that you wish to be filled.

CATEGORIES TO CONSIDER	CURRENT MEMBERS			NEW BOARD CANDIDATES			
	1	2	3	A	B	C	D
Areas of Expertise/Professional Skills:							
Organizational Management							
Finance							
Accounting							
Banking and Trusts							
Investments							
Fund Raising							
Law / Legal							
Marketing							
Public Relations							
Publicity							
Personnel / Human Resources							
Physical Facilities / Construction							
Real Estate							
Strategic or Long-Range Planning							
Technology							
Other: <i>specify</i>							
Diversity Profile							
Age:							
18 – 35							
35 – 50							
51 – 65							
66+							
Race/Ethnic Background:							
African-American							
Asian/Pacific Islander							
Caucasian							
Hispanic/Latino							
Native American							
Other: <i>specify</i>							
Gender:							
Male							
Female							
Geographic Location:							

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	1	2	3	A	B	C	D
Areas of Expertise/Professional Skills:							
County Seat							
North End of County							
South End of County							
East End of County							
West End of County							
Education:							
Graduate Degree (or higher)							
Undergraduate Degree							
Vocational / Technical College							
Some College							
High School Graduate							
Community Connections:							
Corporate							
Disability							
Education							
Media							
Political							
Religious Organizations							
Small Business							
Social Services							
Other: <i>specify</i>							
Personal Qualities:							
Library User							
Library Supporter/Believes in Mission							
Previous Library Board Service:							
2 terms or more							
1 term							
Less than 1 term							
Leadership Skills							
Willingness to Work							
Willing to Make Tough Decisions							
Willing to Serve as Officer/on Committees							
Team worker							
Personal Style in Group Settings:							
Compromiser							
Leader							
Analyzer							
Visionary							
Continuing Board Development:							
Willing to Attend Workshops							

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CATEGORIES TO CONSIDER	CURRENT MEMBERS			NEW BOARD CANDIDATES			
	1	2	3	A	B	C	D
Areas of Expertise/Professional Skills:							
Willing to Attend Conferences							
Commitment to Intellectual Freedom							
Commitment to Equal Access							